

# Memorandum

**TO:** Al Jaeger, Secretary of State  
Office Secretary of State

**FROM:** \_\_\_\_\_, Secretary or Chairperson  
\_\_\_\_\_Agency Name - Loss Control Committee (LCC)

**RE:** SFN 51392 for Year

**DATE:** \_\_\_\_\_

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Enclosed find document filed – in accordance with NDCC § 44-04-20

Proposed Meeting Dates for Calendar Year \_\_\_\_\_

- March 15 – location
- June 15 – location
- September 21 – location
- December 14 – location

## General Format:

- ✓ Agenda –distributed in advance of meeting, approximately 7 to 10 days \*
- ✓ Approve minutes
- ✓ General Report/Information etc
- ✓ Old Business
- ✓ New Business \_\_\_\_\_ → (Normally an Executive Session)
- ✓ Other
- ✓ Adjournment

\* Any member of the committee is encouraged to refer their agenda item to the Chair or Secretary of the LCC in advance of the scheduled meeting.

Enclosure: 1) each